INCU – Incurment

This screen is used to reflect how incurments are met for Medically Needy involvement units and to authorize those benefits. Three types of cases are authorized here: Cases using bills to meet the incurment, cases that are strictly cash option, and cases using a combination of bills and cash option. Both types of cash option cases require additional authorization by Fiscal. There can be multiple INCU screens if more than one Medicaid subtype requires an incurment.

```
INCU                         INCURMENT                06/25/01 11:32:12
FA                                                   KIM   C  PAGE:  1
CASE NAME: TESTCASE, GUY A                  CASE NO: 000017  MONTH: 0701
PROGRAM SUBTYPE: MD
INCURMENT AMOUNT:   103.00               INCURMENT TO DATE:    103.00
PERS  USER   MTH/DAY  PROVIDER  PROVIDER   DOCUMENT   AMOUNT   TPL COV
 NO. NAME    MED SVC   NAME      NUMBER     NUMBER    OF BILL   AMOUNT
01 01 GUY   T 0700    OLD BILLS 001100008 INSURANCE   52.00
02 02 SONNY J 0700    OLD BILLS 001100019 DR MARKS    25.00
03
04
05
06
07
08
09
10
11

BENEFIT AUTH:                  APPROVAL: 01 CASH OPTION: Y AMT DUE: 36.00
 FISCAL AUTH: CS1234           AMT RECV: 36.00      BATCH NO: 1234567

TM900708 BENEFITS ALREADY AUTHORIZED

               F8= FWD  F7= BKWD   MORE ENTRIES: N   NEXT-->
```

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields   ([F1] indicates Online Help is available.)

PERS NO.

> A Position on Application (POA) number is entered to reflect whose medical expense is being used.

MTH/DAY MED SVC

> For expenses incurred in the current month, the actual month and day of service are entered. For expenses incurred in a prior month, for health insurance premiums, or for Cash Option cases, the current benefit month is entered, with '00' entered for the day.

PROVIDER NAME

The medical provider or a description of the expense is entered here. This is a free format field of 18 characters.

PROVIDER NUMBER   [F1]

Either the provider's actual Medicaid provider number or a "dummy" number is entered in this field, depending on circumstances. The field may also be blank if the MTH/DAY MED SVCS field reflects a day of 00. For expenses incurred on or after the "incurment met" date, the provider's actual Medicaid number is entered to ensure benefits are paid to the correct provider.

AMOUNT OF BILL

The worker enters the amount of the medical expense to be used toward the incurment.

BENEFIT AUTH

The eligibility worker authorizes by entering his/her password in this field.

CASH OPTION

The eligibility worker enters a Y here if part or all of the incurment will be met by using the cash option (Fiscal receives a payment from the client). If Cash Option is not chosen, this field defaults to N.

FISCAL AUTH

The Fiscal worker enters his or her password to authorize Cash Option cases.

AMT RECV

The Fiscal worker enters the amount received for Cash Option cases.

BATCH NO

The Fiscal worker enters an internal batch number in this field when entering and authorizing Cash Option payments.

Optional Fields

DOCUMENT NUMBER

This is a free-format field used by the eligibility worker to enter additional information that identifies the bill. This helps prevent the same bill from being used on INCU more than once.

TPL COV AMOUNT

The worker enters the amount paid, or expected to be paid, by a third party insurer.

Display Fields

CASE NAME

The case name (Primary Information person) is displayed.

CASE NUMBER

The TEAMS case number is displayed.

MONTH

The month that was entered on the menu prior to accessing the INCU screen is displayed. The information shown on INCU applies only to that benefit month.

PROGRAM SUBTYPE

The Subtype code is shown in this field to identify the specific Medicaid program to which that INCU screen applies.

INCURMENT AMOUNT

The incurment amount calculated on EXBD/MABD is displayed.

INCURMENT TO DATE

TEAMS displays the amount of the incurment met thus far. This amount is recalculated when bills/expenses are entered by the eligibility worker on INCU.

APPROVAL

TEAMS displays the approval code that was entered on the EXBD or MABD screen.

AMT DUE

When the Cash Option field is set to Y, this field displays the amount owed by the participant in cash.

Navigation Fields and Fkeys

MORE ENTRIES	This field defaults to N. If additional space is needed to enter bills/expenses for the month being viewed, the worker may enter Y here to access a fresh screen. Y is then displayed on the first screen to indicate there is another page of bills/expenses.
NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS *menu* that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F4	The F4 key accesses CASU (Case Summary), which lists the names, POA numbers, participation codes, etc. of all members. Pressing Enter on CASU returns to the original screen.
F6	The F6 key displays the first INCU screen for that Medicaid subtype for the month being viewed (if more than one page of bills/expenses is present).
F7	The F7 key displays the previous page of bills/expenses (if any) for that Medicaid subtype for the month being viewed.
F8	The F8 key displays the next page of bills/expenses (if any) for that Medicaid subtype for the month being viewed.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.